

RULES AND PROCEDURES HANDBOOK WILBRAHAM PUBLIC ACCESS TELEVISION

I. Wilbraham Public Access

Wilbraham Public Access (WPA) is a public, educational, governmental (PEG) cable television station. WPA is assisted by the nine-member volunteer Public Access Cable Television Committee, which is appointed by the Wilbraham Board of Selectmen.

An Executive Director employed by the Town of Wilbraham is in charge of operations. The Executive Director and the Committee work together to help Wilbraham citizens and institutions realize their full potential through community communication, and encourage and enable program production and participation in cable-related activities. WPA is financed by the Town of Wilbraham through a license between the Town of Wilbraham and Greater Media Cable, other grants, program underwriting, sponsorship, contributions, membership fees and the Friends of Wilbraham Public Access, Inc.. The license agreement with Greater Media Cable (now Charter Communications) is a public document and is available for inspection at the Wilbraham Town Hall.

II. Purpose of Rules and Procedures

These Rules and Procedures are designed to set reasonable procedures and standards for training, scheduling, providing access to the facilities and providing for quality programming and production. Situations may arise which would call for interpretation of these rules and procedures. The Executive Director and Committee are responsible for such interpretation(s).

Rules and guidelines are meaningful only as long as they serve the purpose for which they were created, hence, they should be open to revision as the need arises.

III. Role of WPA Staff

WPA staff provide technical assistance to members and are responsible for the day to day operations. The Executive Director, as a Department Head, reports to the Town of Wilbraham. The role of WPA staff is to train producers, maintain equipment and facilities, schedule programming and equipment use, and coordinate community volunteers. WPA staff reserves the right to schedule equipment and use of the facility as needed to perform operational requirements.

IV. Location and Hours of Operation

Wilbraham Public Access Television is located at 28 Springfield Street, Wilbraham, MA.01095.

General business hours are: Monday through Friday 8:30AM to 4:30PM or by appointment. Extended Please be sure to call to set up a sign out or sign in time. WPA studio facility time and equipment will be available on a first come first served basis. There will be a reservation board for equipment and facility reservations.

A drop-off box is located at the back door for messages, packages and videotapes.

Phone: 413-599-0940 *FAX:* 413-596-3950 *Internet:* wpacabletv@aol.com

V. Membership and Fees

A. Active Membership

Wilbraham

Open to all individuals who reside, work or have taxpayer status in Wilbraham, and to all organized groups in Wilbraham, including schools, government agencies, hospitals, fraternal groups, social services, arts, environmental, science, religious, political and business groups.

Other Towns

Open to area residents and organized groups, including schools, government agencies, hospitals, fraternal groups, social services, arts, environmental, science, religious, political and business groups.

Minors

A minor is anyone under the age of 18. It is required that a parent or legal guardian, grant permission for a minor to become an Active Member. Children under the age of 16, must be accompanied by an adult when using WPA equipment, unless approved by WPA staff.

Proof of age, residency, or local taxpayer status may be required for all categories

All members must

- Complete a Membership Information Form
- Receive training in the areas of their WPA involvement
- Sign the “Acknowledgement of Receiving and Reading Rules and Procedures”
- Pay the required membership fees.

Areas of involvement can include:

- Computer Input and related functions
- Community Outreach
- Video Production
- Clerical/Publicity
- Grant Writing

B. Benefits of Membership

- Free training in the use of all equipment.
- Free workshops pertaining to areas of involvement.
- Free access to WPA production facilities and video equipment for trained producers.
- The right to reserve channel time on WPA channels 5 and 62 for cable casting for trained producers.
- Trained Producers may purchase videotapes at cost from WPA.

C. Fees

New Membership and Annual Renewal Fees cover the costs of ongoing:

- Training
- Workbooks
- Reference Materials
- Special Events

New Membership/Annual Fees are as follows (*Membership Term shall run for one year from May 1st to April 30*):

- Individual - \$15
- Family (to receive training for up to 4 family members) - \$30
- Individual Under 18 or Over 65 - \$10
- Interns (College - for Credit) - \$10
- Interns (High School) – Fee waived
- Interns (Independent) - \$15
- Wilbraham Town Employees – Fee waived
- Wilbraham/Hampden Regional School District Employees – Fee Waived
- Organizational (Non-Profit) - \$40 (to receive training for up to 3 representatives)
- Organizational (For Profit) - \$60 (to receive training for up to 3 representatives)

Fee waivers for financial hardship will be considered on an individual basis.

All membership fees are non-refundable.

VI. WPA Community Bulletin Board

Anyone wishing to communicate with the cable subscribers of Wilbraham for non-commercial purposes may submit a brief message to be shown on the Public Access Channel's electronic bulletin board. Every attempt should be made to provide all pertinent information (place, dates, and time, as appropriate) at least one week prior to desired cablecast date. While every effort will be made to honor all bulletin board cablecast

requests, WPA cannot guarantee cablecast due to “space available” limitations, timeliness of receipt, insufficient information, inappropriate subject matter (such as lottery or commercial advertising), or other unforeseen circumstances (i.e. technical difficulties). WPA will show each message until the day after the event. All announcements will be shown on a “space-available” basis for a period to be determined by the director or appropriate staff member. Announcements submitted to WPA will be put on the channel in as timely a manner as possible. WPA does not permit the broadcast commercials or advertising.

VII. Out of Town Producers

A. Cablecast Access

Individuals or groups who do not live, work, or have taxpayer status in Wilbraham or surrounding communities can have cablecast access for a single program or series on WPA Cable Channels 5 & 62, if a non-profit group sponsors them or group directly related to Wilbraham and produce a program for that agency/company.

The sponsoring group must:

- be named as the sponsor and identified as such on the video tape
- have a current WPA Active Membership
- sign the required “Request For Cablecast and Statement of Compliance”, “Public Access Channel Indecency Certification”, and other necessary forms.

B. Production Facilities and Equipment Access

For individuals or groups who do not live, work, or have taxpayer status in Wilbraham or surrounding communities to have access to WPA production facilities and equipment for the production of a single program or series to be cablecast on Cable Access Channels 5 & 62 they must:

- become an Active Member of WPA by successfully fulfilling New Producer requirements, OR, in the case of verified previous video-production training (ie. a formal college program):
- become a WPA Intern(s). During the internship the individual(s) may work on programming relative to the Wilbraham area, which will be cablecast on WPA Channels 5 & 62. The scheduled work hours will be spent working at WPA on WPA projects, not on the individual’s projects, unless specifically approved by the Executive Director, or WPA staff.

Internship hours will be determined on a case by case basis.

All applicable fees must be paid before gaining access.

VIII. Training and Certification

- A. WPA offers certification courses in Basic and Advanced Video Production and Editing. Attendance at all classes for each course is mandatory. Failure to attend class or meet obligations may result in being dropped from the course(s). Certification must be achieved separately for each course.
- B. Basic and advanced workshops are offered in related areas.
- C. Members with previous video experience may become certified by demonstrating technical proficiency and be exempt from training classes at the discretion of the Executive Director or other designated person. In order to take the proficiency test, the member must schedule and attend a review class with the trainer for each area tested. Skills required will be explained prior to evaluation.
- D. Requirements to become certified:
 - membership fees must be paid.
 - The certification course(s) must have been passed, with proficiency demonstrated in all related requirements and skills, or, the technical proficiency test(s) must have been passed
- E. Once certified, a member is then eligible to:
 - submit a proposal for a production according to procedure.
 - use facilities and equipment according to procedures

IX. Videotape Format and Policy

- A. WPA accepts only VHS and SVHS formats for playback.
- B. Videotapes provided by WPA for production or training remain the property of WPA and must be returned after use.
- C. Producers may purchase their original raw footage tape(s) after the resulting production has been edited and cablecast.

X. Access to Facility and Equipment – General

"Facility" is described as the WPA TV Production and Cablecast Station, located in the Little Red School House at 28 Springfield. St. Wilbraham, MA 01095-2225
Telephone: (413) 599-0940 Fax: (413) 596-3950

Access or entrance to the WPA facility by Members, for the purpose of producing programs, picking up or "signing out" equipment, editing, volunteering, or working in any other related capacity shall be during the designated hours of operation as determined by the Executive Director. The hours will be posted at the back and front entrance.

- a. Those Members who have been entrusted with a key to the facility will have the liberty to access WPA facilities according the rules set forth below.

- b. Those Members who do not have a key may access the facility by appointment during the hours of operation, as posted, or by appointment with one of the key holders, according to the rules set forth below.

Normal hours of operation:	Monday - Friday:	9:00 AM - 5:00 PM
	Saturday:	Closed
	Sunday:	Closed

Exceptions To Access Hours: By special request only by both key holders *and* non-key holders.

Weekdays: Request to access the facility outside of the normal operating hours during Weekdays must be made in writing on the **Access Request Form** 24 hours in advance, with the name of the authorized key holder (required to gain entrance) and agreed upon by the Executive Director.

Weekends & Nights: Request to access the facility during the weekend hours or evening must be made in writing on the **Access Request Form** by 5 PM two days prior to the weekend or evening requested, with the name and agreement of the key holder (required to gain entrance) and agreed upon by the Executive Director.

*****A person who is a designated "key holder" must know the Alarm Access Code and be trained in the proper use of such. Improper use will result in "infringement fines" issued by the Town of Wilbraham Police directly to the code user.

Everyone entering the facility (member or visitor) is required to "sign in" on the proper form.

"Sign In Form" will include, at a minimum:

1. Name
2. Date
3. Purpose of visit
4. Time in
5. Time out

Residents of Wilbraham are welcome to visit and tour the facility during hours of operation. Please call in advance.

CHILDREN, UNDER THE AGE OF 16 WILL BE PERMITTED ONLY WHEN ACCOMPANIED BY A PARENT OR ADULT.

NOTE: ALL RULES ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION AT THE DISCRETION OF WPA STAFF AND COMMITTEE.

XI. Equipment Use Guidelines – General

In an effort to establish a fair process for the allocation of equipment to as many producers as possible, these guidelines set the maximum amount of equipment usage which a producer can regularly schedule per week. The producer must request equipment use from WPA staff or Committee members, who will allocate equipment following these guidelines. All equipment is allocated on a first come, first served basis.

A. Authorized Use

1. WPA equipment and facilities are available for use by any WPA Member certified by staff through training.
2. WPA equipment and facilities are to be used for producing programs to be cablecast on WPA channels. Use of equipment for exclusively personal or commercial purposes is prohibited, unless a rental agreement is entered into.
3. All productions using WPA equipment or facilities must be cablecast on WPA channels.
4. WPA production equipment/facilities are available at no charge to certified WPA Members providing:
 - a. They are preparing a program for cablecast on WPA
 - b. The program is for non-profit, non-commercial purposes
 - c. All persons operating equipment have completed appropriate training classes
 - d. The Member has filled out a program proposal for that program and obtained written approval from Executive Director or Production Coordinator (this form is required for every production, including town related events).
 - e. Time must be scheduled with staff to fill out paperwork before equipment or facility time is scheduled.
 - f. WPA Member has read and signed an acknowledgement form stating that he/she has read, understands and agrees to abide by these rules (*forms should be updated as needed*).
5. Use of production equipment and studio facilities is scheduled on a first-come, first-served non-discriminatory basis. However, no one individual or group may monopolize equipment, and the Executive Director may take whatever actions deemed necessary to rectify such a situation.
6. Personal property is not the responsibility of WPA or the Town of Wilbraham.
7. Members are responsible for loss or damage due to theft, negligence or abuse while the equipment is checked out to them. All fees in connection with repair or

replacement must be paid in full or a payment schedule agreed upon with the Executive Director before any further equipment use will be allowed.

8. WPATV production equipment and facilities are not intended to be used as an income generating source by WPA Members, but rather as a forum for community communication.
9. Personal equipment or property used at WPA must not create a hazard to anyone or anything.

B. *Scheduling*

1. All scheduling of equipment/facilities must be entered into the Reservation book by WPA staff. If no staff is available, leave a note on the Executive Director's desk with your name and date, time and equipment need. *No member is to make any entries into the reservation book.*
2. Before scheduling equipment/facilities, a Program Proposal must be approved by WPA staff.
3. Equipment/facilities are scheduled on a first-come, first-served basis subject to availability and consistent with WPA activities, hours of operation and programming guidelines and according to all rules and procedures
4. Staff will use their discretion to ensure that no individual/group monopolizes equipment or facilities.
5. *Members under the age of 18* must have a signed consent form from a parent or guardian for *each* program proposal and equipment reservation. Minors must also have approval from the staff before taking equipment on their own.
6. Scheduling priority will be given to Members producing programs for cablecast.
7. Scheduling of equipment/facility time for program series is assigned in 13 week time blocks. After 13 weeks, those Members on a waiting list for the same time slot are given priority.
8. *Cancellations should be made at least 24 hours in advance of scheduled time.* Failure to use the facility or equipment when reserved, or failure to provide the minimum advanced notice of cancellation is a minor violation of WPA policies, as outlined in the violations section of this Rules and Procedures Handbook.

C. *Care of Equipment and Facilities:*

1. Individuals using WPA equipment and facilities should not tamper with or change any wiring or components. No attempt should be made to repair or work on equipment.
2. Any damage caused by unauthorized tampering will be charged to the user. Loss of equipment and facilities privileges can result from such abuse.
3. When using equipment in the field, all defects, damages, and problems must be reported to WPA staff *immediately*.
4. When using studio, office and/or editing suite equipment, all defects, damages, and problems must be reported to WPA staff *immediately*.
5. Absolutely NO food or drink is allowed on surfaces where electronic audio, video, computer, and editing equipment is located on WPA premises or in the field.
6. Absolutely NO SMOKING is allowed inside the WPA building and cigarette butts are not to be disposed of on the ground outside of the facility, placed in soda can, or in trash containers, or anywhere else inside the WPA facility. A proper cigarette disposal container may be found outside of each entryway.
7. Equipment may not be kept in a car overnight, or exposed to elements which could cause equipment failure (i.e. heat, cold, dampness; Note: videotape left in car window will be damaged even in winter).
8. Facilities must be left in a clean and neat condition:
 - a. Props, tapes, and scripts should be removed or put away at the end of each session.
 - b. Cables should be wrapped appropriately and portable equipment replaced.
 - c. Power should be turned off and floors swept after each facility use (this is housekeeping responsibility that is not to be left for the janitorial service).
 - d. Repeated failure to clean up properly and on time will result in loss of privileges.

D. *Rights and Obligations*

1. All programs must adhere to copyright regulations.
2. Anyone producing programming using WPATV equipment retains ownership of the copyright to that program, as well as full responsibility for any disputes which may arise. The producer must secure all releases of copyrights, talents, and premises.
3. Anyone producing programs in a classroom setting in the Wilbraham Schools must have on file at WPATV a signed copy of the WPATV Talent Release Form for each student videotaped prior to cablecast.

4. All **original** release and permission forms must be placed in the Member/Producer's file at WPA.
5. Producers should identify themselves only as volunteer public access community producers, not as staff, employees, or in any way representing WPA.
6. If subsequent use of any tape produced at WPATV generates income, that income must be shared with WPATV on a 40% basis for use of the equipment (*Unless a prior rental agreement was entered into*).

XII. Portable Studio (Roadcase) Use

(See Section X, "Access to Facility and Equipment – General" and Section XI, "Equipment Use – General" for additional regulations).

To use the portable studio, the producer must be certified for portable studio production.

Additional crew used for the production must be certified for use of field equipment.

In order to reserve and check out the portable studio (road case), members must reserve the equipment in groups of individuals equal to the number of cameras to be used, plus one additional individual for switcher operation (if on site field edit of the production is planned).

- D. The portable studio equipment may be reserved up to six weeks in advance and should be confirmed one week prior to reservation.
- E. *For live programs*, a 2 week minimum notification for scheduling of the portable studio is necessary.
- F. Equipment may be used for no more than two (2) days per week or one weekend unless permission is granted by the Executive Director or Production Coordinator. Equipment may be reserved by an individual or organization one weekend per month unless working on a series program. Additional weekend time may be scheduled on Fridays after 3:00 PM, if equipment is available.
- G. Equipment check-out forms must be filled out accurately, contain a production # and be signed by user and staff (or designated volunteer).
- H. It is suggested that users set up and test equipment before removing it from WPATV. Failure to do so will be the user's responsibility. The return of damaged or broken equipment will be the full responsibility of that person.
- I. Users must report any problems or breakage when returning equipment.
- J. The order of priority for resolving Portable Studio (Roadcase) equipment scheduling conflicts are as follows:

WPATV Productions (e.g. Selectmen's/ School Board Meetings/Town Meeting)
Production Workshops
Live Productions
Taped Productions
Facility Rental

XIII. Studio Use

(See Section X, "Access to Facility and Equipment – General" and Section XI, "Equipment Use – General" for additional regulations).

- A. To use the studio and control room, the community producer and all crew must be certified for studio production. *(See Section VII – Training and Certification)*
- B. A minimum of two weeks' notification for scheduling of the studio is necessary for live programs.
- C. Live studio production may require supervision.
- D. Producers are entitled to a maximum of six hours per session and 12 hours per finished program. Scheduled studio time includes time needed for lighting, set-up, taping, breakdown and clean-up. Exceptions to the length of a session may be granted by the Executive Director or Production Coordinator.
- E. Studio productions are to be scheduled during regular WPATV station operating hours unless special arrangements are made with WPA staff or Committee.
- F. Community producers are responsible for the behavior and actions of their guests, talent and others in attendance and require their guests comply with these policies.
- G. Studio production times for program series are assigned in 13 week time blocks; after 13 weeks, those awaiting studio time receive priority.
- H. WPA reserves the right to pre-empt a scheduled studio production for another activity or production of special or timely value. Every effort will be made to give as much advance notice as possible.
- I. Scheduling of studio time is on a first-come, first-served basis. Scheduling conflicts will be resolved at the discretion of the Executive Director or station staff.

XIV. Editing and Post-Production

(See "Access to Facility and Equipment Use: General" for additional regulations)

- A. In order for an individual or group to schedule edit time, he or she must be a member of WPA or a WPA Intern.

- B. Editing time is available on a first-come, first-served basis and should be reserved on the Reservation Board and in the Reservation Book as early as possible, but no more than four weeks before it is to be used.
- C. A maximum of three (3) four-hour sessions may be scheduled in any one week.
- D. Request for additional time must be made 24 hours in advance for *open time* only.
- E. Editing times are scheduled for normal operating hours. Off-hour editing time is permitted according to *Section X, "Access to Facility and Equipment Use: General"*.
- F. If assistance during the edit session is required, the Member must arrange for assistance with staff at the time of scheduling.
- G. Users should not tamper with or change any wiring or cables associated with any of the equipment (including all computers, character generators, editing equipment). Members are held financially responsible for abuse of or reconfiguring equipment.
- H. The order of priority for resolving editing and post-production scheduling conflicts are as follows:

- Live Productions
- Full length Programs
- Production Training and Workshops
- Dubs
- Promos
- Facility Rental

- I. Raw Footage Tape:
 - 1. Is to be kept until the production of the final edited copy is successfully broadcast. This is to ensure that if final edited copy has technical problems there is a tape source to use for corrections or re-edit.
 - 2. Once a program has been successfully cablecast the raw footage tape must be thoroughly demagnetized using the Video/Audio Tape Eraser. *Member/Producer is responsible for proper use of the demagnetizer to ensure thorough tape erasure and to ensure that no other nearby tapes are erased accidentally.* Note: demagnetizer should NOT be near electronic equipment or wrist watches.
 - 3. The demagnetized tape is to be returned to the blank tape cabinet for reuse.
 - 4. Once returned, the tape must be "signed in" on the tape cabinet clipboard.

XV. No-Shows on Scheduled Equipment Time

- A. Cancellation of equipment and facility reservations must be made 24 hours in advance, except in cases of emergency. A user who is more than 30 minutes late picking up equipment will be considered a no-show and the equipment may be released to another person by a *WPA staff person*. If, after two hours, the equipment that was not picked up for a scheduled time slot is still available, WPA staff is no longer required for sign out. Once the facility or equipment has been released to another producer, the person using it cannot be bumped. Repeated last minute cancellations will result in loss of privileges. Consequences are as follows:
1. First no-show verbal warning
 2. Second no-show: written warning
 3. Third no-show: 30 day suspension of privileges
 4. Fourth no-show: 90 day suspension – must meet with Executive Director to be re-instated

XVI. Technical Requirements

- A. Programs can only be cablecast on VHS and SVHS ½ inch videotape formats.
- B. Tapes should start with at least 10 seconds of black. No more than a *maximum* of 1 minute 30 seconds of *pre-roll* may be on a tape. There must be a *minimum* of 10 seconds of black at the *end* of the taped program. There should be 30 seconds color bars with tone, 10 seconds slate (show information), and 5 – 10 seconds countdown.
- C. Programs for cablecast on WPATV should be taped on 30, 60, or 120 minute tape lengths. Each program should be two minutes in duration less than the broadcast time. (e.g. a program on a 30 min tape should be 28 min. long, from open of title to close of credits, and a program on a 60 min. tape should be 58 min. from open of title to close of credits, etc.)
- D. Programs will be cablecast as long as the video signal is strong enough for the automatic playback system to read the signal and/or the audio is adequate (i.e. language is understandable).
- E. If a problem with the audio and/or visual signal is identified during actual cablecast, the staff will attempt to complete the cablecast. Staff can terminate the cablecast prior to the scheduled end of the cablecast if the break-up or poor signal quality persists. The tape will then be returned to the producer who will work with station staff to solve the technical problems. The program will be re-broadcast once the technical problems are solved.

XVII. Underwriting and Grants

A. WPA community producers are encouraged to apply for and receive underwriting or grants that aid in the development, production, distribution or improvement of programs. Donations can be in the form of in-kind contributions (goods or services) or money. The following guidelines must be adhered to when planning to solicit or receive contributions on behalf of (a) program(s):

1. Before making any solicitations for program support, a producer must meet with WPA staff to discuss plans. WPA policies and procedures governing underwriting/grant solicitations and credits will be reviewed. Assistance will be provided for drafting a budget.
 - Written approval must be obtained from WPA prior to any solicitation on behalf of a program.
 - WPA's name may not be used in connection with any program or solicitation without prior written approval.

Producer must explicitly inform all prospective underwriters and/or grantors that he/she is a community producer acting on his/her own behalf – not a WPA official, and that WPA does not assume any responsibility for the producer's actions or program(s) (see pg. 15-16)

2. All underwriting funds must be paid directly to The Friends of WPA. The Friends of WPA will reimburse the producer for his/her expenses upon the presentation of receipts. After the completion of the program, or in the case of a series, after 1 year, all remaining funds will remain in custody of The Friends of WPA.
3. All underwriting funds must be used for production expenses only, such as the costs of videotape, music rights, set supplies, and talent. Since producer's membership dues cover only a small fraction of the actual costs associated with program production, 40% of the producer's budget will be allocated to offset WPA's facility and staff time costs.
4. Because WPATV's facilities may not be used for personal gain, the producers and members of the production crew may NOT be paid for their efforts. *Use of WPATV facilities for commercial, profit-making, or private use under the pretense of creating Public Access programming is a major violation of WPATV policies. **If you would like to raise funds in order to get paid (and pay your crew) for your efforts, you must enter into a Rental Agreement with WPATV and pay WPATV's reduced market rates for use of the production facilities.** In this instance, WPATV still must pre-authorize all solicitation materials or grant applications involving the use of WPATV facilities, but all underwriting funds will be paid directly to you, the producer.*
5. Where grants are applied for and received, WPATV must be written into and receive 40% of the budget. All grant applications involving use of WPATV facilities must be pre-authorized by the Executive Director.

XVIII. Acknowledgements of Support

Per WPATV policies and agreement with the cable operator, no commercial content is allowed on the public access channels. Commercial content includes, but is not limited to, product placement, advertisements of goods or services of for-profit entities, qualitative or comparative descriptions of products or services, or testimonials for the purpose of commercial exploitation.

1. All acknowledgements should open with “*Support for the following program has been provided in part by...*” or something substantially similar. Contributors of products or services may be acknowledged in the credits with specific references to the type of their donation. For example, “*Catering provided by....*”
2. Underwriting Acknowledgments may include the following:
 - a. Logos and/or corporate slogans which identify but do not promote
 - b. Shots of the inside or outside of an underwriter’s business;
 - c. Location information and telephone numbers, provided you don’t ask the viewer to take any direction (see prohibition #3c below)
 - d. Value-neutral descriptions of a product line or service;
 - e. Visual depictions of up to two (2) specific products in a value-neutral setting, provided they are not shown in use.
3. The following practices convey a more “commercial” impression and are NOT permitted:
 - a. Qualitative or comparative language or claims;
 - b. Price information;
 - c. Solicitation of direct viewer response of any kind, such as “...buy one today...”, “give us a call at...”, or “...visit our showroom located at...”;
 - d. Use of official company spokespersons doing video testimonials or audio voice-overs (*generic* employees are acceptable; use of the station’s “official voice” is preferred);
 - e. Moving products displayed in use on the air;
 - f. Product sounds (e.g., motor starting in Champion spark plug credit);
Music with lyrics, including musical signatures that are part of a company’s corporate identity, or an advertising jingle.
4. Producers have the latitude to establish their own schedule of on-air acknowledgements for specific levels of support, subject to the guidelines above. Variables include credit length, type of credit, and frequency. WPA urges producers to seek the advice of its staff to insure the appropriateness of their acknowledgments.

5. WPATV credit must still be included: *“This program was produced at Wilbraham Public Access Television” & “The views of this program do not necessarily represent The Town of Wilbraham, Charter Communications, Inc., Wilbraham Public Access Television, its’ Committee or Staff. Producers are solely responsible for their work.”*

F. For additional information and forms see the “WPATV Underwriting Packet”.

XIX. Facility and Equipment Rental

- A. In order to fulfill the needs of the community to the greatest extent possible, WPATV offers the opportunity for WPATV Members to rent video production facilities and equipment for the purpose of recording and/or editing material that is not primarily intended for play on the community access channel.
- B. Rental Eligibility Requirement:
 1. WPATV Membership
 2. A *Rental Agreement* must be signed by both WPATV *and* the producer.
- C. No WPATV facilities or equipment may be used for personal profit either direct or indirect, ***unless*** a rental agreement has been signed by WPATV and the producer.
- D. Although any Member of WPATV is eligible to rent WPATV’s facilities and/or equipment, **only properly certified members may actually use the equipment**
- E. If a *certified* member is needed to run the equipment, WPATV will provide one or provide a list of certified producers. There will be an additional charge for labor beyond the rental rate.
- F. All material videotaped under the Rental Agreement remains the sole property of the producer.
- G. Reservations for equipment rental may be made three (3) weeks in advance.
- H. A rental agreement must be signed in advance and all fees in connection with the rental pre-paid at the time of scheduling.
- I. Rates:
 1. A rate sheet will be made available at WPATV.
 2. Rates will be maintained in two (2) categories: Commercial and Non-Commercial.
 3. WPATV may require documentation to determine a project’s correct category.
 4. The *non-profit rate* applies to non-commercial productions and/or producers acting on behalf of a non-profit organization.

5. The *commercial rate* applies to commercial productions or producers acting on behalf of commercial entities.
6. The producer is solely responsible for the content of the program and its timely delivery.
7. The producer must inform potential customers or underwriters *in writing* that they are solely responsible for content and timely delivery and not WPATV.
8. Refunds will be given provided that cancellations are made 24 hours in advance. After that there will be no refunds.

XX. Channel Time Request and Cable Casting Procedures

A. Requests for Cablecasting:

1. All requests for channel time on WPATV will be processed on a fair and equitable basis. Only programs submitted for cablecast and/or sponsored by WPATV members will be cablecast. A *Request for Cablecast* form must be filled out and will be used for scheduling.
2. A *Request for Cablecast* and *Statement of Compliance* form must be filled out *and* signed prior to the program's being cablecast.
3. Programs produced outside WPA may be cablecast on Channel 5 and/or 62 if they meet the technical and legal standards specified in this document and only if submitted by a resident or organization of Wilbraham who is a Member of WPATV. The local sponsor must sign all WPA forms.
4. Programs submitted for cablecast will be granted one cablecast. Any repeat showing will be scheduled at the discretion of WPA staff.
5. WPATV retains the right to schedule programming at its discretion.

B. Cablecasting a Series:

1. Regularly scheduled series time slots will be allocated at the discretion of staff, provided ample time remains available for other community programming requests.
2. A series will be allocated a maximum of 13 programs, after which re-application is required. Re-application will be considered in light of other scheduling demands.
3. If a series producer fails to produce new, original programming for more than two consecutive showings or regularly fails to have the program ready for scheduled cablecast, the time slot may be reassigned to other users.

4. A series may be daily, weekly, bi-weekly monthly, or bi-monthly.
- C. WPA reserves the right to reject any program that does not meet minimum technical standards. Tapes which do not carry a stable signal over the cable system, or which might damage WPA equipment will not be cablecast.
- D. Scheduled programs may be pre-empted for time-sensitive programs.
- E. Any outside producers wanting his/her tape(s) returned after cablecast must be sure to include a self addressed, stamped envelope upon submission of videotape to WPA, or plan to pick up the video-tape(s) following cablecast.
- F. Finished tapes must be labeled as follows on the cassette box spine/front & videotape:
 - a. The complete program title as it appears on the Cablecast Request Form.
 - b. *Start time and Total running time* in hours-minutes-seconds.
 - c. Producer name (phone number requested)
 - d. Indication by date or number, the sequence of the programs IF more than one on tape or more than one program in a series.
 - e. The cassette box and program tape must be labeled the same.
 - f. All old labels must be completely removed or covered.
- G. Give completed tapes to the Production Coordinator for cataloging and scheduling.
- H. Programs must be received by noon on Tuesday to be scheduled for cablecast the following week.
- I. WPA wants to assist parents with a means of controlling the viewing of programming with indecent, adult content, nudity or violent material by children, as well as provide viewers with notification of programming with potentially indecent material so they can make informed viewing choices. While providing such notification, we do not wish to preclude the opportunity for all forms of expression on WPATV in accordance with all relevant laws. Therefore, *WPA requests that community producers place a content advisory at the beginning of any program cablecast on the channel which may be unsuitable for children and WPATV reserves the right to cablecast programming with adult content after 10PM.*
- J. Live Programs:
 1. All live programs must be requested a minimum of two (2) weeks in advance.
 2. A producer who fails to use a live time slot that has been scheduled, or who cancels a live production with less than one (1) week notice, must submit a written explanation to the Executive Director or Production Coordinator. Such cancellation may be a reason to deny other such live program requests.

Acceptable reasons for not using a live time slot include: sickness, severe personal problems and technical problems beyond the producer's control.

XXI. Program Distribution to Non-Profit and Public Access TV Organizations, Private Groups and Individuals

- A. WPA producers may freely distribute their productions to others outside of WPA for non-profit use.
- B. All WPA programs must first be aired on one of the WPA Channels before they may be distributed elsewhere.
- C. Prior to reproduction and distribution of any and all productions, Member Producer must:
 - 1. Complete "Dub Request Log"
 - 2. Purchase tape stock from WPA at current cost when required (fee schedule posted on tape cabinet)
- D. Responsibility for reproduction and distribution costs:
 - 1. Member Producers are responsible for all costs, materials, and labor (e.g. tape stock, dubbing, packaging, postage, etc.) related to the reproduction and distribution of *personal* productions made for WPA cablecast as follows (*exceptions are listed under Section XXI-D,3 below*)
 - a.) To non-profit organizations and other public access television organizations - \$10.00 per VHS copy, \$15.00 per SVHS copy
 - b.) Private groups and individuals - \$10.00 per VHS copy, \$15.00 per SVHS copy
 - 2. Producer's personal copy
 - a.) Producer must pay current cost of video tape or provide their own quality (*high to mid grade, see staff*) unused tape
 - b.) WPA Producers are responsible for making personal dubs.
 - c.) Producers are entitled to one dub of each of their programs according to the above guidelines [additional copies fall under guidelines outlined in Section XXI-D, 1(b.)]

All costs are subject to change based on current market prices of video tape and studio expenses.
 - 3. WPA is responsible for all costs related to the reproduction and distribution of **one** copy of production(s) that are made in relation to the following:
 - a.) Key individual or organizational head that is the subject of the production

- b.) Town of Wilbraham (includes all town departments)
- c.) Hampden Wilbraham Regional School District
- d.) Wilbraham Public Library
- e.) Atheneum Society of Wilbraham

XXII. “Bicycling” Tapes

- A. WPA Member/Producers may freely “Bicycle” their productions to other Public Access Television organizations.
- B. All WPA programs must first be aired on one of the WPA Channels before they may be distributed elsewhere.
- C. Responsibility for reproduction, distribution, circulation, costs and scheduling.
 - 1. Member Producers are responsible for all costs, materials, and labor (e.g. tape stock, dubbing, packaging, postage, etc.) related to the reproduction and bicycling of *personal* productions made for WPA cablecast (*Exceptions are listed under Section XXI-D, 3*).
 - 2. Member/Producer is responsible for scheduling the circulation sequence of the “bicycle” route and the return of the tape.

XXIII. Program Content Rules

- A. The producer of the program accepts all responsibility for the content of the program and must agree to hold harmless and indemnify WPA staff, volunteers, WPA Committee, the Town of Wilbraham and Charter Communications, Inc.
- B. The WPA name and logo shall not be used in any “copyright” unless the program has been produced by WPATV staff.
- C. All productions using WPA facilities and/or equipment shall carry the following full page credit for 15 seconds before the “open” of the program;
“The following program was produced at Wilbraham Public Access, Wilbraham, MA. The Producer assumes full responsibility for the content of this program. Any content expressed does not represent the views and opinions of Wilbraham Public Access, the Town of Wilbraham, or Charter Communications Inc.”
 (It is recommended that this credit be recorded as a “voice over” as well as a written credit).
- D. All productions using WPATV facilities and/or equipment shall carry the following full page credit at the end of the program:

“Production Facilities and Equipment provided by Wilbraham Public Access Television – WPATV”

- E. Presentation of the following material on the community access channel is prohibited:
 - 1. Any program that is commercial in nature
 - 2. Any material which is intended to defraud the viewer or is designed to obtain money by false or fraudulent pretenses, representations or promises.
 - 3. All advertisement of (or information concerning) any lottery, gift, enterprise or similar scheme offering prizes dependent in whole or part, upon lot or chance; or any list of the prizes drawn or awarded by means of such lottery, gift enterprises or scheme, whether list contains any part or all of such prizes.
 - 4. Libelous or slanderous material.
- F. Non-profit organizations interested in producing fundraising programs must submit a proposal to the WPATV Executive Director.
- G. Obtaining personal releases (ie. Talent Release Form and Premises Taping Permit) is the full responsibility of an individual, producer or organization.

XXIV. Political Programming

*Political Programming is defined as programming dedicated to Candidates for Public office or Spokespersons for Ballot/Warrant issues. Any program describing or endorsing declared political candidates or describing ballot issues that are directly related to a current campaign is considered “political programming”. **Programs which include appearances by incumbents acting in their current elected or professional capacity are NOT included in this definition.***

- A. WPA maintains a non-partisan political policy.
- B. At all times “Political” programming must conform to the same guidelines and procedures governing all Public Access programming at WPA.
- C. Additional responsibilities during election periods: No political programming will be scheduled on-air within 24 hours of an Election.
- D. Definition of Political Forum or Debate: Candidate or issue forum/debate where “Written Notice” and an opportunity to respond has been given to all Candidates or Spokespersons for a Ballot/Warrant issue. The Forum/Debate must have an impartial moderator identified in the “NOTICE”. “NOTICE” must include the names of the producer(s) and the moderator as well as the time and place of the event

to be produced. A producer must demonstrate in writing “NOTICE” to all Candidates or Spokespersons.

- E. Political programming may pre-empt regularly scheduled programming.
- F. Public Meetings such as Town Meeting, Board of Selectmen, School Committee, and Planning Board, are not considered Political Programming.
- G. The Community Bulletin Board will be made available (one page per week per candidate) for political candidates’ use. Such use will begin ninety (90) days prior to a primary or general election day.
- H. Candidates already involved in productions cannot be discriminated against because they choose to run for public office. Therefore, candidates may use WPA resources just like anyone from the community.
- I. WPA will provide a one-time Open Studio PSA session to each political candidate. Candidates must come on the day scheduled, **no exceptions**.

XXV. WPA Member Informational Programming

- A. Each program produced by WPA, for which WPA has direct editorial control of program topic (e.g. political forum and community issue), should be non-partisan and provide an equal opportunity for all candidates, or parties concerned to participate. If a candidate or representative declines to participate, WPATV will not be obligated to provide other opportunities. All candidates or representatives of ballot issues will be notified by WPATV of the upcoming opportunity to appear on the WPATV program at least 10 days prior to the program production.
- B. WPATV member/producers who are not candidates for public office or spokespersons for ballot/warrant issues who want to discuss political issues on a program within 2 weeks of an election may do so under the following guidelines:
 - 1. An invitation must be extended a minimum of three times via Channel 5 and/or 62, by telephone or in writing no less than 2 weeks prior to cablecast inviting opposing viewpoints to participate.
 - 2. The producer should make every attempt to promote balanced participation and viewpoints.
 - 3. Discussion or participation by declared candidates or spokespersons for ballot/warrant issues do not fall under this category but rather under the political programming section (*see Section XXII. Political Programming*). This rule is intended for free discussion of political events by the community and applies only within 2 weeks of an election.

XXVI. Program Promotion

- A. All community producers are encouraged to promote their own programs.
- B. Effective promotional techniques include short news releases that can be sent with WPA's cablecast schedule to area newspapers and radio stations, in addition to a listing on the WPA community bulletin board and home page on the World Wide Web
- C. Special promotion of time-sensitive programs or other major projects should be discussed with the Executive Director.
- D. Press releases must be checked and initialed by WPA staff for day/time accuracy.

XXVII. Rules of Conduct

- A. Proper respect and care of the equipment must be maintained at all times.
- B. Possession or use of any illegal substance, drugs, alcohol, weapon, firearm on WPA premises is strictly forbidden. Alcohol may be served only at WPA sanctioned events with the prior authorization of the Board of Selectmen.
- C. Smoking is not permitted in any WPA facility. Cigarette butts are not to be disposed of on the ground outside of the facility, placed in soda cans, or in trash containers, or anywhere else inside the WPA facility. A proper cigarette disposal container may be found outside of each entryway.
- D. No one will be allowed to operate equipment or remain at WPA facilities while exhibiting unacceptable behavior. Unacceptable behavior includes, but is not limited to the following:
 - 1. Usage of alcohol or drugs.
 - 2. Harassment or intimidation of staff, community producers, volunteers or Committee members.
 - 3. Abusive language or actions, as determined by WPA staff.
 - 4. Inability or failure to handle equipment safely and properly.
- E. WPA telephones and office machines are for WPATV business only. Volunteers may give out the WPA phone number for use only in cases of emergency and must have staff permission to utilize telephones.
- F. Time spent at WPA is to be used for producing programs, participating in training programs or specific volunteer service activities.

- G. Violation of the above rules may result in immediate expulsion from WPA premises.
Repeat violations can result in permanent loss of privileges.

XXVIII. Violations of Policy

A. Major Violations

1. Major violations include, but are not limited to:
 - a. Commercial or profit-making use of WPA equipment/facilities
(*Unless entered into a Rental Agreement*)
 - b. Misrepresentation of member's affiliation with WPA.
 - c. Falsifying forms or giving false information.
 - d. Taking or reserving equipment without staff permission.
 - e. Failure to report broken, lost, or stolen equipment.
 - f. Abuse of equipment, including attempted repair, rewiring, facility reconfiguration, and improper transport.
 - g. Harassment, intimidation, and/or abuse of WPA staff, WPA members, WPA Committee, Town of Wilbraham employees and/or members of the public.
 - h. Copyright infringement.
 - i. Possession of illegal substances, drugs, weapons, firearms or explosives on WPATV property.
 - j. Unauthorized use of alcohol on WPA premises.
 - k. Interfering with normal WPA operations or at WPA sponsored activities.
 - l. Theft, trespassing, engaging in unlawful acts, or behaving in lewd, indecent, obscene or harassing behavior while on WPA premises as defined by Federal, State, or Local law.
 - m. Default on payment or refusal to pay for replacement or repair of equipment stolen or damaged for which member has taken responsibility.
2. A major violation will result in an immediate 60-day suspension of privileges. Violator (or parent of a minor) may also be held responsible for repair or replacement charges.
3. Any subsequent major violation will result in the termination of membership and loss of WPA equipment/facilities privileges.*

A. Minor Violations:

1. Other violations include:
 - a. Failure to cancel a reservation for equipment or facilities
 - b. Late pick-up or return of equipment without notification and approval.
 - c. Failure to clean up properly and on time after using the facilities.
 - d. Eating or drinking in non-designated areas.
 - e. Smoking in WPA facilities.
 - f. Using equipment without adequate training.

- g. Failure to properly acknowledge WPA in program credits and publicity.
- 2. The first violation of this kind will result in a verbal warning. Further violations within a one-year period from date of first violation will result in:
 - a. Second violation: Written warning
 - b. Third violation: Constitutes a Major violation and results in a 60 day suspension of privileges
 - c. Fourth violation: 6 month suspension of privileges
 - d. Fifth violation: Constitutes a SECOND Major violation and results in permanent termination of membership and loss of WPA equipment/facilities privileges.*

B. Staff Prerogative:

The Executive Director is authorized to issue warnings and suspensions. In addition, any WPA staff member or designated facility manager may reasonably refuse access to WPA production facilities, equipment, or premises to any individual who appears to be under the influence of alcohol or other drugs, or who interferes with the orderly conduct of business.

***Terminated Members, whether resulting from Major or Minor Violations, may be reinstated only by application to the WPATV Executive Director and WPA Committee. Reinstatement is not guaranteed.**

XXIX. Harassment Policy - General

WPA intends to provide a work environment that is pleasant, healthful, comfortable and free from intimidation, hostility, or other offenses which might interfere with work performance. Harassment of any sort – verbal, physical, visual – will not be tolerated. Harassment can take many forms. It may be, but is not limited to words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

XXX. Sexual Harassment Policy

A. Definition:

For purposes of implementing this policy, WPA will use the legal definition of “sexual harassment” in the Commonwealth of Massachusetts:

“Sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,*
- (b) such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.*

- B. Sexual harassment is strictly prohibited at WPA. Sexual harassment is illegal under both state and federal law. In some cases, it may be grounds for prosecution under the criminal conduct law as well. Equally important, however, is that sexual harassment can create a hostile working environment which is contrary to all of our efforts to create and maintain a creative and pleasant workplace.
- C. “Quid Pro Quo” and “Hostile Environment” Cases. Cases dealing with sexual harassment generally fall within one of two broad categories. “Quid Pro Quo” cases involve situations in which the person is threatened with or suffers a tangible job detriment in retaliation for refusing to accede to sexual demands, or submits to sexual harassment for fear of retaliation from coworkers, supervisors, or any individual conducting business for or with WPA. “Hostile Environment” cases, on the other hand, involve situations in which no tangible job loss occurs, but where the harassment creates an offensive or abusive environment. Conduct of a non-sexual nature, if perceived to be hostile and directed at one sex as opposed to another, may also be considered sexual harassment. The prohibitions in this policy apply not only to producers of WPA, but also to non-producers with whom we do business, and all associates of WPA.
- D. Examples of Sexual Harassment. While it is not possible to list all circumstances that constitute “sexual harassment”, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending on the circumstances including the severity of the conduct and its pervasiveness:
1. Unwelcome sexual advances – whether they involve physical touching or not;
 2. Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life; comment on an individual’s body, comment about an individual’s sexual activity, deficiencies, or prowess;
 3. Displaying sexually suggestive objects, pictures, or cartoons;
 4. Unwelcome leering, whistling, brushing against the body, sexual gesture, suggestive or insulting comments.
 5. All volunteers and producers should take note that retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperation with an investigation is unlawful and will not be tolerated by WPA.
- E. Questions. If you believe you have been the subject of sexual harassment, you should contact the staff, Executive Director, or WPATV Committee, or you may contact:
- Massachusetts Commission Against Discrimination
432 Dwight St.
Springfield, MA 01103
or

U.S. Equal Employment Opportunity Commission
150 Causeway St.
Boston, MA 02114

- F. Complaints. Any volunteer or producer that believes that he or she has been subjected to sexual harassment should feel free to use this procedure without threat of intimidation, retaliation, or harassment. Any intimidation, retaliation, or harassment against an WPA individual due to exercise of rights under this policy will be grounds for discipline up to and including discharge. Every reasonable effort will be made to maintain confidentiality. Allegations of sexual harassment will be disclosed only to those with a need to know in order to conduct a fair and thorough investigation and/or take appropriate corrective action.
- G. Resolution by Informal Discussion. Any person who believes he or she has been the subject of “hostile environment” sexual harassment should first discuss the matter with the individuals listed in this policy. Alternatively, the volunteer or producer may attempt to resolve the problem through discussion with the harasser. In cases in which discussion of the problem with that person presents particular stress or difficulties, the complainant may consult on an informal and confidential basis with any of the individuals listed in the policy. Any WPA individual may also ask any of the individuals listed in this policy to arrange and attend the meeting at which the alleged harassment will be discussed.
- H. Sexual Harassment Grievance Procedure. If the problem has not been resolved to the satisfaction of the complainant through informal discussions and he or she has decided to file a written grievance with the Executive Director, the following procedure is to be observed:
1. *What should be filed?*

A grievance must be in writing and should summarize the harassment complaint. The grievance must name the harasser where known and give the specifics, including the time, witnesses, and places. The grievance must also list the remedy sought by the complainant.
 2. *When and where is to be filed?*

The grievance should be filed within nine days of the incident(s) giving rise to the complaint. WPA may extend this period of time if it finds there were extenuating circumstances.
 3. *How will the grievance be processed?*
 - a. The Executive Director will attempt to resolve the grievance by discussions, investigations with all concerned parties and any other steps that are deemed appropriate.

- b. The volunteer or producer named in the complaint will be made aware of allegations and will be given the opportunity to respond. If after investigating the complaint it is concluded that sexual harassment has occurred, the Executive Director will discuss the grievance with the WPA Committee and the town legal advisors to WPA. Depending on the circumstances, among the courses of action that may be recommended are: verbal warning, written warning, counseling, suspension or discharge of an individual or individuals who have engaged in the offensive action.
- c. The individual initiating the investigation will be informed of the outcome of the investigation and any action that WPA has taken to deal with the situation.

XXXI. Grievances and Appeals

- A. Members are encouraged to resolve grievances on the staff level.
- B. Grievances regarding disciplinary actions, workshop space assignment, channel time allocation, facility or equipment availability, or any other matter must be discussed first with the Executive Director. If that discussion fails to provide an adequate explanation or solution, the aggrieved member may file an appeal requesting a hearing before “WPA Committee”. Requests must be made in writing to the Chairman, within five (5) working days after the meeting with the Executive Director to discuss the grievance. All decisions of the WPA Committee regarding the grievance and appeal shall be final.

XXXII. Elastic Clause

These rules and policies are subject to amendment and alteration. Any revision of these rules and policies shall be posted as notification for WPA volunteers and producers.

XXXIII. Indemnification and Responsibilities

Users of the access channels shall indemnify WPATV, Charter Communications Inc. and the Town of Wilbraham, and their employee’s against any and all liabilities arising out of any use of facilities and recourses or out of breach of these Rules and Procedures.

Each WPATV member understands that s/he is responsible and agrees to hold harmless WPATV, Charter Communication Inc., the Town of Wilbraham, their directors and employees (and their successors) from any liability, loss, claim, cost or damage of any nature whatsoever which may arise by reason of any claim that any material cablecast or disseminated by that member infringes on or violates any rights of any person or organization.

These Rules and Procedures are to be reviewed annually and revised as needed.

Accepted: _____
Date

9/15/99 Revision

Acknowledgement of Receiving and Reading Rules and Procedures

I have read and am familiar with, and agree to abide by, the Rules and Regulations of Wilbraham Public Access Television.

1. I am thoroughly familiar with the nature of the program material and take full responsibility for its content.
2. I understand that the material I produce will be used for programming on Wilbraham Public Access Television.
3. I understand that the following material is prohibited for presentation on Wilbraham Public Access Television;
 - a. Any commercial advertising
 - b. Any material which constitutes libel, slander, pornography, invasion of privacy or publicity rights
 - c. Any unauthorized use of trademark or copyright
 - d. Any material in violation of FCC law
 - e. Any material which violates local, state, or federal laws
4. I agree to obtain all necessary clearances and permissions from any and all organizations, individuals, and groups as may be needed to tape and/or cablecast material on Wilbraham Public Access Television.
5. I understand that I am fully responsible for all WPATV equipment and facilities that I use, and I agree to pay for the replacement of any and all equipment damaged or destroyed while signed out by me.
6. I understand that I am responsible and agree to indemnify and hold harmless the Town of Wilbraham, Wilbraham Public Access Television, its committee and employees (and their successors) from any liability, loss, claim, cost, or damage of any nature whatsoever which may arise by reason of any claim that any material cablecast or disseminated by me infringes or violates any rights of any person or organization.

This agreement will be filed with the WPATV Information Forms

Name(Printed)_____

Address_____ Zip_____

Phone (H)_____ (W)_____

Signature_____ Date_____

If producer/volunteer is a minor, name and signature of legal parent/guardian is required

Name(Printed)_____ Relationship_____

Address_____ Zip_____

Signature_____ Date_____

9/15/99 Revision